

ASSISTANT COUNTY ENGINEER

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and administrative work administering various engineering programs and assisting with daily program oversight; does related work as required. Work is performed under general supervision. Supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with coordination of daily work activities; reviewing development plans and plats; enforcing various codes and ordinances; implementing and administering various engineering programs; preparing and maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews final construction plans and site plans for compliance with the Stormwater Management Ordinance, Subdivision Ordinance, Zoning Ordinance and other policies; prepares letters of recommendation to correct deficiencies and/or for approval.
- Receives inquiries, requests, or complaints; conducts site visits/inspections and generates follow-up correspondence and recommendations on development projects and drainage investigations.
- Performs review of rezonings, special exceptions and preliminary plats.
- Interprets and enforces provisions of applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions to correct deviations or violations.
- Negotiates with developers for project design components in land development applications.
- Provides technical assistance to citizens, property owners, land developers, design professionals, financial institutions, attorneys and the general public.
- Assists with training of new staff and developing improved policies and procedures for engineering division responsibilities.
- Assists with the implementation and administration of the Stormwater Management Program, Development Bond Program, Erosion and Sediment Control Program, Street Acceptance Program, Floodplain Program, Wetland Mitigation Bank Program, Environmental Program and Land Disturbing and Permitting Program; ensures compliance with applicable codes, laws, rules, regulations, procedures, etc.
- Assists with coordination of daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects/approves completed work; assists with complex situations; provides technical expertise, oversight and assistance to subordinate staff in all areas of responsibility.
- Prepares studies and reports affecting public facilities and land use actions and provides recommendations for same.
- Interacts with staff and outside agencies in the research and preparation of legal documents to complete primary job functions.
- Prepares or completes various forms, reports, referral reports, staff reports, draft ordinances, ordinance amendments, draft resolutions, special exception conditions, fact sheets, agendas, meeting packets, maps, presentations or other documents.
- Functions as County Engineer when required; assists with supervision and direction of assigned staff.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern principles and practices of civil engineering; general knowledge of design, construction, maintenance and cost estimating relating to public works facilities with special emphasis on road projects; general knowledge of land and engineering survey systems, methods and techniques; ability to prepare technical reports pertaining to engineering projects; ability to establish and maintain effective working relationships with associates, official consultants and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in civil engineering or related field and considerable experience in engineering construction and design.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Erosion and Sediment Control Program Administrator certification. Registration as a Professional Engineer in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.